



DEPARTMENT OF THE ARMY
HEADQUARTERS WARRIOR BRIGADE
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AFZX-HC-CO

1 January 2006

MEMORANDUM FOR Warrior Brigade

SUBJECT: Policy Letter 1-6 Staff Duty Functions

1. To ensure safety and security of our soldiers we must continually review the staff duty functions and responsibilities.
2. While I do not intend to dictate specific policy to commanders, some guidance is warranted:
 - a. Battalions will maintain a SDO/SDNCO in their respective headquarters. Soldiers detailed for duty will have, at their disposal, a current alpha roster for all their assigned units.
 - b. Location and phone numbers of battalion duty officers will be prominently displayed throughout the Single Soldier Quarters area.
 - c. Units will appoint floor and stairwell coordinators for all quarters space. Coordinators will be the commander's first line representatives for problem resolution in Single Soldiers Quarters. Commanders must provide LOIs to all coordinators.
 - d. Units will forward a list of names, building numbers, room numbers, and phone numbers to battalions for inclusion in the staff duty instruction books. Battalions will forward a copy to brigade. This list will be updated quarterly.
 - e. Battalion duty personnel will check company motor pools of assigned units. Arms room checks are not needed for approved arms rooms with functional J-SIIDS; however, keys to orderly room areas must be available should the system malfunction. Units must sign over applicable keys to battalion SDOs and SDNCOs at the end of the day.
 - f. Officers tasked to perform Brigade Staff Duty may "dual hat" as battalion duty officers. Should a situation arise requiring brigade and battalion attention, i.e., alerts, the duty officer's place of duty will be at brigade. Battalions must plan for this and other contingencies.
 - g. Warrior Brigade Staff Duty personnel will conduct checks twice during each tour of duty IAW the Warrior Brigade Staff Duty Book. A detailed inspection of one subordinate unit will be conducted IAW the Warrior Brigade Staff Duty Book.